Step 1: Create an account in Digital Commons @Brockport

a. First, go to http://digitalcommons.brockport.edu/pes_theses/

b. Next, click on My Account near the top of the page:

c. Create an account by using the Sign Up button, or log in to an existing account:

Please use your full, legal name when you create your account.
Step 2: Submitting your thesis to the Department of KSSPE Thesis

a. After creating your account, return to the KSSPE Thesis home page at: http://digitalcommons.brockport.edu/pes_theses/
b. Next, click Submit Research on the left side of the page:

c. You will then be directed to the online Submission Instructions and Submission Agreement page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click Continue.
d. After agreeing, you will be taken to the main thesis submission page. Some of the fields on the form are required:

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<th>Field</th>
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</tr>
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<tr>
<td><strong>Title</strong></td>
<td>Enter the Title in Headline Capitalization (capitalize &quot;all nouns, pronouns and verbs, and all other words of four or more letters&quot;).</td>
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<tr>
<td><strong>Author</strong></td>
<td>This is the name and address you used when you created your account. If you used a nickname, or want a different email address, you can click on the pencil icon to edit it. Otherwise, no further action is required in this field.</td>
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<tr>
<td><strong>Date of Award</strong></td>
<td>Season and year, or Month, day, year.</td>
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<tr>
<td><strong>First Advisor</strong></td>
<td>Your thesis advisor will verify your eligibility and approve the posting, so please include their name. *Please add the names of your readers in the Second and Third Advisor fields.</td>
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<tr>
<td><strong>Subject Categories</strong></td>
<td>Education is preselected, you can add additional categories by clicking on Arts and Humanities in the left sidebar.</td>
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![Subject Categories](image)

**Abstract**

Your abstract tells your reader what to expect, and should briefly describe your research question, methodology and results.

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